



CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC HUMAN RESOURCES ASSOCIATE

ANNUAL \$57,534
SALARY: \$73,803

SALARY
GROUP: MP 57

APPLICATION CLOSING
DATE: SEE BELOW

EXAM
NO: 062291CRFD

THIS EXAMINATION WILL ALSO BE USED TO FILL VACANT POSITIONS IN THE CLASS OF HUMAN RESOURCES CONSULTANT 1

PURPOSE OF CLASS: In a state agency human resources office this class is accountable for performing professional duties relating to human resources management.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Six years professional experience in human resources management, payroll or equal employment assurance.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one additional year of the General Experience. (3) For state employees two years as a Human Resources Assistant may be substituted for the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six months of appointment. (2) Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of the principles and practices of public human resources administration; basic knowledge of relevant state and federal laws, statutes and regulations; basic knowledge of employee and labor relations principles and practices; basic knowledge of equal opportunity principles and requirements; basic knowledge of payroll procedures and operations; oral and written communication skills; interpersonal skills; ability to apply human resource principles and procedures in the areas of recruitment, selection, classification, compensation, payroll and benefits administration; ability to analyze problems quickly and determine effective solutions; ability to read and interpret laws, regulations, policies, procedures and collective bargaining agreements; ability to serve as an effective business partner; some ability to design and deliver formal and informal training.

| THE EXAMINATION WILL BE COMPOSED OF: | <u>PART</u> | <u>WEIGHT</u> |
|---|-------------|---------------|
| (Exam questions will cover KSA's listed above.) | WRITTEN | 100% |

[Applicants admitted to take the Human Resources Associate, Human Resources Specialist, and/or Principal Human Resources Specialist examinations will only need to attend one examination session. You must apply for all examinations separately if you wish to be considered for jobs at all levels.]

APPLICATION INSTRUCTIONS AND TEST DATES: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history. Be certain to detail your experience including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **Applications must be date stamped by DAS/Human Resources or postmarked by OCTOBER 18, 2012 for the DECEMBER 6, 2012 test date. (Reserve the entire day as this examination may be scheduled for the morning or afternoon.)** Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2840)**. **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

(revised October 3, 2012)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.